

REPORTS INVENTORY						CONTROL NO.		
PREPARE IN DUPLICATE								
1. TITLE OF REPORT (If a fill-in report include Form No.) Program Call						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	ADMIN. GENERAL		
	LOGISTICS		SECURITY			OTHER (specify)		
	MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED 6	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual				6. DISTRIBUTION (No. of components not number of copies) 1			
7. FORMAT (memorandum, form computer print-out, etc) memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT OPPB			
10. PREPARING COMPONENT (include lowest level contributing information to report) RD, SPD, MMPD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 1 memo from each of 3 Divisions, to DD/Pers/R&P for consolidation.				
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR	
GS-06 to GS-16	\$7.50		40		\$300.00		1 \$300.00	
B. COSTS OF COMPUTER PRODUCED REPORTS								
TOTAL COSTS PER YEAR								
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Normal requirement of budget process.								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS		
16. DATE OF INVENTORY 9/21/70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160122-5					18. EXTENSION <input type="checkbox"/> STA	